

**U.S. Department of Energy
FEDERAL ASSISTANCE REPORTING CHECKLIST**

1. Identification Number:	2. Program/Project Title:		
3. Recipient:			
4. Reporting Requirements: PROGRAM/PROJECT MANAGEMENT REPORTING <input type="checkbox"/> DOE F 4600.3, "Federal Assistance Milestone Plan" <input type="checkbox"/> DOE F 4600.3A, "Milestone Log" <input type="checkbox"/> DOE F 4600.4, "Federal Assistance Budget Information" <input type="checkbox"/> DOE F 4600.5, "Federal Assistance Management Summary Report" <input type="checkbox"/> DOE F 4600.6, "Federal Assistance Program/Project Status Report" <input type="checkbox"/> SF-269 or SF-269A, "Financial Status Report" TECHNICAL INFORMATION REPORTING <input type="checkbox"/> DOE F 1430.22, Notice of Energy RD&D Project <input type="checkbox"/> Technical Progress Report <input type="checkbox"/> Topical Report <input type="checkbox"/> Final Technical Report	Frequency	No. of Copies	Addressees
FREQUENCY CODES AND DUE DATES: A - As Necessary; within 5 calendar days after events. F - Final; 90 calendar days after the performance of the effort ends. Q - Quarterly; within 30 days after end of calendar quarter or portion thereof. O - One time after project starts; within 30 days after award. X - Required with proposals or the application or with significant planning changes. Y - Yearly; 30 days after the end of program year. (Financial Status Reports 90 days). S - Semiannually; within 30 days after end of program fiscal half year.			
5. Special Instructions:			
6. Prepared by: (Signature and Date)	7. Reviewed by: (Signature and Date)		



FEDERAL ASSISTANCE REPORTING CHECKLIST

PURPOSE

This form serves to identify plans and reports selected by the U.S. Department of Energy (DOE) as reporting requirements for the Federal Assistance Program/Project.

INSTRUCTIONS

- Item 1 - Enter the program/project identification number as it appears in the official award.
- Item 2 - Enter the program/project description as it appears in the official award.
- Item 3 - Enter the name of the recipient.
- Item 4 - Check spaces to indicate plans and reports selected. For each report checked, indicate frequency of delivery in column provided using one of the frequency of delivery codes as shown, as well as the number of copies requested and to whom they should be sent.

DOE F 4600.3, "Federal Assistance Milestone Plan" - presents, with the accompanying DOE F 4600.3A, "Milestone Log," a schedule of the planned activity.

DOE F 4600.4, "Federal Assistance Budget Information" - presents the planned costs.

DOE F 4600.5, "Federal Assistance Management Summary Report" - registers planned progress and costs to actual progress and costs in a capsulized format.

DOE F 4600.6, "Federal Assistance Program/Project Status Report" - periodically reports project status, explains variances and problems, and discusses any other areas of concern or achievements.

SF-269 and SF-269A, "Financial Status Report" - presents the status of funds committed to the project.

DOE F 1430.22, "Notice of Energy RD&D Project" - provides information on unclassified DOE RD&D Project for dissemination to the scientific, technical, and industrial communities and to the public. Also provides information to the Smithsonian Information Exchange and to the DOE Technical Information Center.

Technical Progress Report - periodically reports progress and/or results of DOE supported RD&D and scientific projects covering a specific reporting period.

Topical Report - presents the technical results of work performed on a specific phase of a project.

Final Technical Report - presents a technical accounting of the total work performed on a project.

Frequency Codes - Each code represents a specific reporting frequency (such as Quarterly). These time periods are suggested in the program announcement and negotiated at the time of the award.

- Item 5 - Identify any special reporting requirements or instructions not identified in Item 4. (Use additional sheets as necessary.)
- Item 6 - Signature of person preparing the checklist and the date prepared. Preparation is by person responsible for program solicitation.
- Item 7 - Signature of the person reviewing the checklist and date reviewed.